



FORMAL COMMUNICATION

TO: WIB Directors
Program Directors

FROM: William R. Miller, Director
Career Services

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Workforce Investment Act – Technical Assistance Bulletin WIA – TAB 2005-005

Special Endorsement for Indiana School Bus Drivers

The issue covered by the Technical Assistance Bulletin (TAB) is whether the receipt of the School Bus “S” Endorsement on a Commercial Driver’s License (CDL) equates to earning a “credential” under WIA performance standards and “certificate” under youth common measures.

Indiana is now requiring that all drivers operating a school bus to have the school bus “S” endorsement on their Commercial Driver’s License by October 1, 2005. To obtain the School Bus “S” endorsement, all applicants must successfully complete the written school bus endorsement test and a skills test in a vehicle representative of that class of vehicle.

Qualified drivers are waived from taking and passing the skills test in a school bus if they meet certain requirements during the two years immediately prior to the application. However, all drivers must take and successfully pass the written school bus endorsement test.

Waiver and additional information on Special Endorsement for Indiana School Bus Drivers may be found at <http://www.in.gov/dor/mcs/schoolbus-endorsement.html>, <http://www.in.gov/dor/mcs/schoolbus-faq.html>, www.bmvexpress.IN, and www.doe.state.in.us/safety.

DWD Guidance

WIA-TAB 2003-005: “Driver’s License as a Credential”, dated January 27, 2004 stated that the CDL which is required to operate a commercial motor vehicle is considered a credential/certificate (national or state recognized certificate), as long as certain requirements are met. The Center of Excellence also considers the school bus “S” endorsement on the CDL a credential/certificate as long as it is a requirement (by federal and/or state law) for a specific job in which the participant will be employed. This clarification applies only to new employment for which the workforce development system helped the participant obtain.

Obtaining the School Bus “S” endorsement on the CDL meets the definitions of:

- Credential under the Adults, Dislocated Workers, and Older Youth WIA performance measure – Credential/Diploma Rate
- Certificate under the Youth common measures – Attainment of a Degree or Certificate

In order to count the certification as a credential/certificate for adults and dislocated workers, the need for such a credential/certificate must be documented. For older youth, the need or desire for such a credential/certificate must be documented. The need or desire for the credential/certificate must be related to the occupational goal as a primary duty and/or requirement for the client getting and keeping the occupation. For example, a client has the goal for an occupation as a driver for UPS. Obtaining a chauffeur license is a component of that occupation. On the other hand, a client may have a goal for an occupation as an accountant. Obtaining a chauffeur license is not a required component for that goal, but one that is desired. For adults, dislocated workers, and older youth, all other programmatic and reporting credential/certificate requirements must also be met.

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